



Hitchcock Building Permit Department Commercial Construction Permit Submittal Requirements

“Commercial Construction” means any construction for which a permit is required by City Ordinance that takes place on a property that is not used for a One- or Two-Family residence. This includes, but is not limited to properties used for multi-family residential (3 or more dwelling units), places of religious worship, educational, retail, commercial, and industrial uses.

CONSTRUCTION DOCUMENT SUBMITTALS: THREE (3) hard-copies of the Required Drawings and Documents, as indicated below, are required for plan review. An Electronic Copy (in .pdf format) may be substituted for one of the required hard copies. Construction documents must be submitted along with a completed Commercial Construction Permit Application. At the time of permit issuance, one set of construction documents will be returned to the applicant as part of the permit packet (which must remain on the jobsite until all final inspections are approved).

Note: Drawings containing a label such as "not for construction", "for pricing only", or otherwise indicating that the plans are not an official final set, will not be accepted for permit application.

PROFESSIONAL LICENSE: Each drawing and document shall be sealed, signed, dated and designed by a State of Texas Registered Architect, Registered Engineer, Registered Interior Designer, where applicable as required by the State of Texas Engineering and Architect Practice Act.

REQUIRED DRAWINGS AND DOCUMENTS: (The Hitchcock Building Permit Department may require additional information if necessary.)

Drawings must be drawn to scale, dimensioned and of sufficient clarity containing the following (as applicable):

1. Site Plan (property lines must be based on an accurate boundary survey) ^[a]
2. Parking lot Layout indicating size and number of parking spaces, ADA designated spaces, Aisle width(s), Fire Lanes, any lighting, trees, and landscaping
3. Floor plans indicating means of egress, room sizes and intended use and design occupant load calculations
4. Exterior elevations (must show exterior materials, proposed height above adjacent grade, windows and doors, roof slopes, chimneys, and overhangs).
5. Door schedules, window schedules, hardware schedules
6. Construction details; interior elevations and interior finish schedules
7. Structural plans must include: foundation plans, roof and floor framing plans, wall sections and details
8. Plumbing plans (including site plan, schedules, details).
9. Mechanical plans (including site plan, schedules, details)
10. Electrical plans (including site plan, schedules, details)
11. Certified Energy Compliance Report (IC3, ComCheck, etc.)^[b]
12. Asbestos Survey (for projects involving renovation, addition, demolition)^[c]
13. Texas Department of Licensing and Regulation architectural barriers project registration information ^[d]
14. When fire rated assemblies are required, provide construction details, specifications, or other pertinent information as applicable.
15. Signs and Fire Protection Systems require a separate permit. See [Sign Permit Submittal Requirements](#) and [Fire Detection/Suppression System Permit Submittal Requirements](#) information sheet.

NOTES:

- a. The property must be platted in accordance with City Ordinance before a permit will be issued. The site plan must indicate the size and location of new construction and existing structures on the site with distances from the construction from lot lines and existing structures, easements, existing and proposed grades, and existing and

proposed utilities to include water, wastewater, electric and gas as applicable. Parking lot layout indicating number and size of parking spaces, ADA parking designation, aisle width(s), approaches, and fire lanes must be included as applicable to ensure compliance with off-street parking requirements & access.

- b. U.S. Department of Energy, www.energycodes.org
- c. Texas Department of Health, Asbestos Program Branch [1-512-834-6600, www.dshs.state.tx.us/asbestos]
- d. Texas Department of Licensing and Regulation [1-800-803-9202, www.license.state.tx.us]